


## Sample E-Mail to Employees

We thought you should be the first to know! (Name of organization) has decided to save our taxpayers money, and improve the environment at the same time!! You may start to see this logo:  on office equipment, appliances, and \_\_\_\_\_ around the office.

This means that these products will use less energy, and therefore will lead to reduced air pollution and cost less to operate. We'd like to tell you more, and we're counting on all of you to help make this effort a success. Please join \_\_\_\_\_ for a brown bag lunch (date, time, location, speaker).